

~~CONFIDENTIAL~~

December 14, 1956 *Yell*

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Report of Survey of Clerical Training Program

REFERENCE: Management Staff Study, dated 2 August 1956, same subject and Mr. Baird's Memorandum to the DD/S, dated 11 October 1956 "Management Staff Recommendations Concerning Clerical Training".

1. We have examined GFR's reaction to our paper, above.
2. Our position seems to be too severe for them to accept. We predicated the reduction in instructor time in the hope that they could absorb several factors which on the average within government subtracts from 40 hours per week to a lower figure of available total work hours. These factors are annual leave, sick leave, military training, rest periods, get ready time, plus within CIA the five per cent in-training time.
3. Readjustment in our original figuring to include these factors gives us the present staffing of the Clerical Training Unit as justified. We therefore delete recommendations "b" and "c".
4. Recommendations 5a (essentiality of the Clerical Training Program), 5d (amendment of CIA Notice) and 5e (sequence of EOD activities) have been reviewed and stand unchanged.

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Document No. 018 ³⁸

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S C

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 22 Feb 78 By:

Chief, Management Staff

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~~SECRET~~

Generating Personnel Requirement for a Known or
Estimated Man-Hour Workload

I Workload

Determine Workload to be accomplished per week or year and express it in terms of total Man-hours of Workload.

II Available Man-Hours Per Person (Computation)

A. Available Gross Man-Hours Per Person Per Year	2024
(52 weeks - 5 work days per week - 7 holidays)	
8 hours per day	
B. Leave and Training Man-Hour Loss Per Year (Average)	261
1. Man-hours of Annual Leave and Military Leave (Average of 15 workdays per year)	120
2. Man-hours of Sick Leave (Average of 5 workdays per year)	40
3. Man-hours of Training (5% of Available Gross)	101
C. Average Gross (A) Less Leave and Training Loss (B)	1763
D. Man-Hour Loss Per Day due to Transportation, Breaks, Rest Periods, Get Ready Time, etc. (12% of C)	220
E. Available Net Man-Hours Per Person Per Year (C-D)	1543

or

Item	MH/Yr.	MH/MO.	MH/Wk.	%
A. Available Gross Man-Hours Per Person Per Year (Average)	2024	169	39	100
B. Man-Hour Loss Per Person Per Year	481	40	9	24
C. Available Net Man-Hours Per Person (Av.) Per Year (Average)	1543	129	30	76

III Personnel Requirement

A. Number of Personnel Required = $\frac{\text{Man-hours of Workload Per Year}}{1543}$

or

B. Number of Personnel Required = $\frac{\text{Man-hours of Workload Per Week}}{30}$

or

C. "Rule of Thumb" Method - To accomplish 30 man-hours of workload per week, one (1) person would be required.